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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div. DATE: 1 May 1952

FROM : Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of February 1952.

Telephone Service Bill	\$21,200.34
Long Distance Bills	6,401.95
	1,100.02
T.T. Channels, L.L.'s, P.L.'s and TWX	1,620.06
Miscellaneous	210.79
	<u>\$30,533.16</u>

2. The following additional information is submitted for the month of February 1952.

- a. Total number and cost of outside local calls placed over switchboard,
No. of calls - 118,086 Cost - \$4,135.01
- b. Non-recurring installation charges for station equipment --- \$1,998.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$1,385.97
- d. Non-recurring move or relocation charges for station equipment already in use --- \$1,119.00

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of April 1952.

Total Hours -- 160	Estimated Cost - \$800.00
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4. Also, listed below are estimated amounts for services to be rendered during the month of May 1952

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Telephone Service Bill	\$22,000.00
Long Distance Bills	9,000.00
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T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	300.00
	<u>\$34,800.00</u>

5. A total of 136 requisitions for services were processed by this Branch during the month of April 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 570 unused branch lines

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25X1A9A